

STATE POSTSECONDARY REVIEW  
ENTITY (SPRE) STANDARDS  
ADOPTED ON OCTOBER 24, 1994,  
AND SUBMITTED  
TO THE UNITED STATES  
SECRETARY OF EDUCATION

ADMINISTERED BY THE  
CALIFORNIA POSTSECONDARY  
EDUCATION COMMISSION



COMMISSION REPORT 94-16

## BACKGROUND

On October 24, 1994, the California Postsecondary Education Commission -- California's "state postsecondary review entity" for the purposes of reducing fraud and abuse in federal student financial aid programs in California -- adopted the following standards for reviewing California postsecondary institutions that participate in federal student aid programs under Title IV of the 1992 reauthorization of the Higher Education Act and that are referred by the U S Department of Education for review under regulations implementing that Act (34 CFR, Section 667.21)

The Act and its regulations spell out 14 areas of concern in which the state postsecondary review entity in each state has to develop standards. In California, as is evident from the following pages, for most of the standards, the Commission has developed specific requirements for each of four different types of institution:

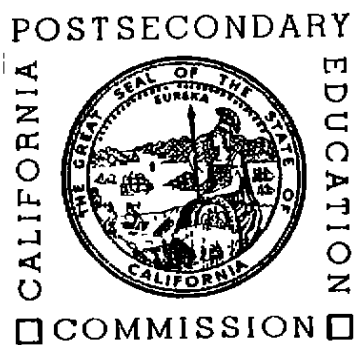
- 1 Schools, agents, and agencies that offer vocational and non-degree granting programs and that are approved by the State's Council for Private Postsecondary and Vocational Education,
- 2 Private postsecondary institutions that offer degree-granting programs and that are approved by the Council,
- 3 Institutions accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, and
- 4 Institutions accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges

The Postsecondary Education Commission adopted these standards after an extensive consultation process involving an Advisory Committee on the State Postsecondary Review Entity and six public forums held throughout the State to accept testimony about the standards. A summary of that testimony and Commission staff reactions to it appears in Commission Report 94-15, *Comments at Public Forums Regarding the Commission's State Postsecondary Review Entity (SPRE) Program and Its Draft Standards, with Staff Reactions* (October 1994). The Commission plans to review the SPRE standards periodically and, when necessary, revise them. In so doing, it will continue to seek input from California's postsecondary institutions and other interested parties.

Further information about the SPRE program and these standards may be obtained from the staff of the State Postsecondary Review Entity, California Postsecondary Education Commission, 1303 J Street, Suite 500, Sacramento, California 95814-2938, telephone (916) 322-7982.

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Commission Report 94-16

CALIFORNIA POSTSECONDARY EDUCATION COMMISSION  
1313 J STREET, SUITE 500, SACRAMENTO, CALIFORNIA 95814-2938



COMMISSION REPORT 94-16 ♦ PUBLISHED OCTOBER 1994

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**STANDARD 1 - INFORMATION FOR STUDENTS**  
**Reference [34 CFR, Sec. 667.21 (a) (1) (2)]**

***Schools, Agents, and Agencies Approved by the Council on Private Postsecondary and Vocational Education that offer Vocational and Non-Degree Granting Programs***

(a) The institution shall demonstrate that every currently enrolled student and prospective student, upon request, has access to a catalog and other publications with comprehensive, current and accurate information which, at a minimum, includes the institution's

- (1) educational purpose,
- (2) the academic year(s) or period(s) covered,
- (3) procedures for admission (including minimum education level and entrance testing requirements), attendance, enrollment agreements, student academic progress assessment, transfer, suspension, termination, withdrawal, readmission, due process and redress of grievance, course/fee cancellation, and financial refund,
- (4) descriptions of educational courses or programs offered, including length and requirements for successful completion, all occupations or job titles to which the institution represents its courses or programs lead,
- (5) a schedule of full tuition, fees, and all other charges and expenses, including equipment costs, for completion of the educational program,
- (6) participation in the state tuition recovery fund,
- (7) the identification of the owner(s), governing board, and administration officials,
- (8) names, titles, and qualifications of faculty, and
- (9) student rights and responsibilities, including definitions of inappropriate student conduct

(b) Where any of the preceeding is referenced but not contained in the institution's catalog, the catalog must identify where such information can be obtained. The catalog may be updated by supplements or inserts and the institution shall verify that

- (1) where there is significant change in the information contained in the catalog or other publications prior to the next regularly scheduled revision, any prospective student and all affected currently enrolled students requesting such information received a written description of the change

***Private Postsecondary Institutions Approved by the Council on Private Postsecondary and Vocational Education that offer Degree-Granting Programs***

(a) The institution shall demonstrate that every currently enrolled student and prospective student, upon request, has access to a catalog and other publications with comprehensive, current and accurate information which, at a minimum, includes the institution's

- (1) educational purpose,
- (2) the academic year(s) or period(s) covered,
- (3) procedures for admission (including minimum education level and entrance testing requirements), attendance, enrollment agreements, student academic progress assessment, transfer, suspension, termination, withdrawal, readmission, due process and redress of grievance, course/fee cancellation, and financial refund,
- (4) descriptions of educational courses or programs offered, including length and requirements for successful completion, all occupations or job titles to which the institution represents its courses or programs lead,
- (5) a schedule of full tuition, fees, and all other charges and expenses, including equipment costs, for completion of the educational program,
- (6) participation in the state tuition recovery fund,
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- (1) where there is significant change in the information contained in the catalog or other publications prior to the next regularly scheduled revision, any prospective student and all affected currently enrolled students requesting such information received a written description of the change

***Institutions Accredited by the Senior Commission of  
the Western Association of Schools and Colleges***

(a) The institution shall demonstrate that, upon request, every currently enrolled student and prospective student has access to a catalog and other publications with comprehensive, current and accurate information which, at a minimum, includes the institution's

- (1) educational purpose,
- (2) the academic year(s) or period(s) covered,
- (3) procedures for admission (including minimum education level and entrance testing requirements), attendance, student academic progress assessment, transfer, suspension, termination, withdrawal, readmission, due process and redress of grievance, course/fee cancellation, and financial refund,
- (4) descriptions of educational courses and programs offered, including length and requirements for successful completion, all occupations or job titles to which the institution represents its courses or programs lead,
- (5) a schedule of estimated annual tuition, fees, and other charges and expenses, including equipment costs,
- (6) identification of the owner(s) (if applicable), governing board, and administration officials,
- (7) names, titles, and qualifications of faculty, and
- (8) student rights and responsibilities, including definitions of inappropriate student conduct

(b) Where any of the preceeding is referenced but not contained in the institution's catalog, the catalog must identify where such information can be obtained. The catalog may be updated by supplements or inserts

***Community and Junior Colleges Accredited by the  
Western Association of Schools and Colleges***

(a) The institution shall demonstrate that, upon request, every currently enrolled and prospective student has access to a catalog and other publications with comprehensive and accurate information which, at a minimum, includes the institution's

- (1) educational purpose,
- (2) the academic year(s) or period(s) covered,
- (3) procedures for admission (including minimum education level and entrance testing requirements), attendance, student academic progress assessment, transfer, suspension, termination, withdrawal, readmission, due process and redress of grievance, course/fee cancellation, and financial refund,
- (4) descriptions of educational courses and programs offered, including length and requirements for successful completion, all occupations or job titles to which the institution represents its courses or programs lead,
- (5) a schedule of estimated annual tuition, fees, and other charges and expenses, including equipment costs,
- (6) identification of the owner(s) (if applicable), governing board, and administration officials,
- (7) names, titles, and qualifications of faculty; and
- (8) student rights and responsibilities, including definitions of inappropriate student conduct

(b) Where the preceeding is referenced but not contained in the institution's catalog, the catalog must identify where such information can be obtained. The catalog may be updated by supplements or inserts

### **Records/Information Needed to Demonstrate Compliance with Standard 1:**

A student catalog, handbook, financial aid guide, enrollment view book, and all other information materials provided to students in whatever media utilized. Documentation that these materials were made available to students in a current form and a timely manner.

To document the accuracy of these materials, the institution should have available current course syllabi/outlines, a schedule of classes currently being offered, and any other pertinent materials that can be compared with the published descriptions of its courses and programs.



## **STANDARD 2 - ADMISSIONS REQUIREMENTS AND PROCEDURES**

**Reference: [34 CFR, Sec. 667.21 (a) (3)]**

### ***Schools, Agents, and Agencies Approved by the Council on Private Postsecondary and Vocational Education that offer Vocational and Non-Degree Granting Programs***

(a) The institution shall demonstrate that it developed, published and consistently followed policies and procedures for student admission, including minimum levels of education or prior training and preparation and any entrance examinations required.

(b) The institution shall demonstrate that, at a minimum, for students enrolled in degree and certificate programs, the institution takes into account a student's ability to undertake such programs of study as evidenced by

(1) possession of a high school graduation certificate or recognized equivalent, or

(2) successful results in an independently administered test approved by the U S Secretary of Education in accordance with applicable federal law

(c) For those students not enrolled in degree and certificate programs, the institution must demonstrate compliance with relevant state law and regulation

### ***Institutions Accredited by the Senior Commission of the Western Association of Schools and Colleges***

(a) The institution must demonstrate that it has developed, printed, and consistently followed student admission procedures and requirements which assess a student's ability to successfully undertake the educational program for which she or he has applied, as evidenced by an appraisal that considers a combination of the following

(1) a student's prior academic preparation, and/or success in an academic program, and/or standardized test scores, and/or relevant life experience, and/or academic advisors' judgement, and

(2) for those students who receive federal Title IV funds, compliance with applicable federal law

### ***Private Postsecondary Institutions Approved by the Council on Private Postsecondary and Vocational Education that offer Degree-Granting Programs***

(a) The institution shall demonstrate that it developed, published and consistently followed policies and procedures for student admission, including minimum levels of education or prior training and preparation and any entrance examinations required

(b) The institution shall demonstrate that, at a minimum, for students enrolled in degree and certificate programs, the institution takes into account a student's ability to undertake such programs of study as evidenced by

(1) possession of a high school graduation certificate or recognized equivalent, or

(2) successful results in an independently administered test approved by the U S Secretary of Education in accordance with applicable federal law

(c) For those students not enrolled in degree and certificate programs, the institution must demonstrate compliance with relevant state law and regulation

### ***Community and Junior Colleges Accredited by the Western Association of Schools and Colleges***

(a) The institution must demonstrate that it has developed, printed, and consistently followed student admission procedures and requirements which assess a student's ability to successfully undertake the educational program for which she or he has applied, as evidenced by

(1) the institution's compliance with current state law and regulation, and

(2) for those students who receive federal Title IV funds, compliance with applicable federal law

**Records/Information needed to demonstrate compliance with Standard 2:**

Published policies on admission standards, Ability to Benefit tests used, individual student records of high school diploma or GED, or results of student testing or other admissions methodology criteria, individual records of student aid and subsequent placement

### **STANDARD 3 - ACADEMIC PROGRESS AND STUDENT RECORDS**

**Reference: [34 CFR, Sec. 667.21 (a) (4) (5)]**

#### ***Schools, Agents, and Agencies Approved by the Council on Private Postsecondary and Vocational Education that offer Vocational and Non-Degree Granting Programs***

(a) The institution shall demonstrate that it established, published, consistently enforced, and provided enrolled students with access to standards of academic progress which are at least as rigorous as those required by the institution's accrediting body and which meet all requirements in applicable federal law. The policy shall include

- (1) a method for monitoring students' academic progress,
- (2) a procedure for individual notification to the student of his or her academic progress, and
- (3) upon a student's request, opportunity for consultation about academic progress

(b) The institution must demonstrate that, for each student, it has maintained individual, permanent, current, and accurate records of academic achievement and receipt of financial aid in a manner and for a period that is consistent with the appropriate accrediting agencies, approval boards, and applicable state and federal laws and regulations

(1) These records or duplicate files must, at a minimum, include the following

- (A) student name, address, date of birth, and Social Security number, or other assigned identification number as applicable,
- (B) documentation of the student's admission qualifications,
- (C) dates of initial admission and enrollment, withdrawal, leaves of absence, termination, disqualification, or graduation,
- (D) notation of all completed or attempted classes, courses, or educational programs, evaluations, progress reports, attendance, each final grade earned, degree, credential or certificate earned, and
- (E) a record of all financial aid received by the student for attendance at that institution

#### ***Private Postsecondary Institutions Approved by the Council on Private Postsecondary and Vocational Education that offer Degree-Granting Programs***

(a) The institution shall demonstrate that it established, published, consistently enforced, and provided enrolled students with access to standards of academic progress which are at least as rigorous as those required by the institution's accrediting body and which meet all requirements in applicable federal law. The policy shall include

- (1) a method for monitoring students' academic progress,
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- (D) notation of all completed or attempted classes, courses, or educational programs, evaluations, progress reports, attendance, each final grade earned, degree, credential or certificate earned, and
- (E) a record of all financial aid received by the student for attendance at that institution

***Institutions Accredited by the Senior Commission of the Western Association of Schools and Colleges***

(a) The institution shall demonstrate that it has established, published, consistently enforces and has provided access to enrolled students, standards of student academic progress which are at least as rigorous as those required by the institution's accrediting body and which meet all requirements in applicable federal law. The policy shall include

- (1) a method for monitoring students' academic progress,
- (2) a procedure for individual notification to the student of his or her academic progress, and
- (3) upon a student's request, an opportunity for consultation concerning his or her academic progress

(b) The institution must demonstrate that, for each student, it has maintained individual, permanent, current, and accurate records of academic achievement and receipt of financial aid in a manner and for a period that is consistent with the appropriate accrediting agencies, approval boards, and applicable state and federal laws and regulations

(1) These records or duplicate copies must, at a minimum, include the following

- (A) student name, address, date of birth, Social Security number, or other assigned identification number as applicable,
- (B) documentation of the student's admission qualifications,
- (C) dates of initial admission and enrollment, withdrawal, leaves of absence, termination, disqualification, or graduation,
- (D) notation of all completed or attempted classes, courses, or educational programs, progress reports, each final grade earned, degree, credential, or certificate earned, and
- (E) a record of all student financial aid received for attendance at that institution

***Community and Junior Colleges Accredited by the Western Association of Schools and Colleges***

(a) The institution shall demonstrate that it has established, published, consistently enforces and has provided access to enrolled students, standards of student academic progress which are at least as rigorous as those required by the institution's accrediting body and meet all requirements in applicable federal law. The policy shall include

- (1) a method for monitoring students' academic progress,
- (2) a procedure for individual notification to the student of his or her academic progress, and
- (3) upon a student's request, an opportunity for consultation concerning his or her academic progress

(b) The institution must demonstrate that, for each student, it has maintained individual, permanent, current, and accurate records of academic achievement and receipt of financial aid in a manner and for a period that is consistent with the appropriate accrediting agencies, approval boards, and applicable state and federal laws and regulations

(1) These record or duplicate copies must, at a minimum, include the following

- (A) student name, address, date of birth, Social Security number, or other assigned identification number as applicable,
- (B) dates of initial admission and enrollment, withdrawal, leaves of absence, termination, disqualification, or graduation,
- (C) notation of all completed or attempted, courses, or educational programs, progress reports, each final grade earned, degree, credential, or certificate earned, and
- (D) a record of all student financial aid received for attendance at that institution

**Records/Information Needed to Demonstrate Compliance with Standard 3:**

The appropriate maintenance, content, and retention of permanent individual student records, including those for financial aid

#### **STANDARD 4 - HEALTH AND SAFETY**

Reference: [34 CFR, Sec. 667.21 (a) (6)]

***Schools, Agents, and Agencies Approved by the Council on Private Postsecondary and Vocational Education that offer Vocational and Non-Degree Granting Programs***

(a) The institution shall demonstrate compliance with health and safety standards applicable to the institution under existing law

(1) Upon request, the institution shall provide access to copies or originals of current permits or certificates of inspection.

***Private Postsecondary Institutions Approved by the Council on Private Postsecondary and Vocational Education that offer Degree-Granting Programs***

(a) The institution shall demonstrate compliance with health and safety standards applicable to the institution under existing law

(1) Upon request, the institution shall provide access to copies or originals of current permits or certificates of inspection

***Institutions Accredited by the Senior Commission of the Western Association of Schools and Colleges***

(a) The institution shall demonstrate current compliance with all relevant health and safety standards which are applicable to the institution under existing law

(1) Upon request, the institution shall provide access to originals or copies of current permits or certificates of inspection.

***Community and Junior Colleges Accredited by the Western Association of Schools and Colleges***

(a) The institution shall demonstrate current compliance with relevant health and safety standards which are applicable to the institution under existing law

(1) Upon request, the institution shall provide access to originals or copies of current permits or certificates of inspection

#### **Records/Information Needed to Demonstrate Compliance with Standard 4:**

Copies or original inspection certificates or certificates of occupancy documenting compliance with applicable local and state inspection codes for all owned and leased facilities used by the institution for the most current evaluation period Certification by the appropriate institution official that the institution's standards and procedures for inspection and maintenance are consistent with recognized model building and life safety codes [e g the American National Standards Institute (ANSI), the Building Officials and Code Administrators International (BOCA), the Council of American Building Officials (CABO), the International Conference of Building Officials (ICBO), and the National Fire Protection Association (NFPA)] Records of inspection using these procedures that document specific discrepancies and/or violations, and documentation of appropriate actions taken to correct such deficiencies

## **STANDARD 5 - FINANCIAL AND ADMINISTRATIVE CAPACITY**

**Reference: [ 34 CFR, Sec. 667.21 (a) (8) (i) (ii)]**

### ***Schools, Agents, and Agencies Approved by the Council on Private Postsecondary and Vocational Education that offer Vocational and Non-Degree Granting Programs***

(a) The institution shall demonstrate that it has financial resources, administrative capacity, a system of control, and support services sufficient to meet the institution's financial obligations and to provide and sustain the services and programs described in official publications

(1) This capability shall be demonstrated by compliance with federal law and regulations regarding factors of financial capability

(b) The financial systems employed by the institution shall make it possible to present fairly the financial position and results of the institution's financial operations, and that the institution is using funds and account groups in conformity with Generally Accepted Accounting Principles (GAAP)

(c) The definition of an institution financially at risk will be the same as that provided by the U S Department of Education.

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(1) This capability shall be demonstrated by compliance with federal law and regulations regarding factors of financial capability

(b) The financial systems employed by the institution shall make it possible to present fairly the financial position and results of financial operations of the institution by either

(1) using funds and account groups in conformity with Generally Accepted Accounting Principles (GAAP), or

(2) another set of accounting principles that the institution can justify as adequate and appropriate to that institution

(c) The definition of an institution financially at risk will be the same as that provided by the U S Department of Education

### ***Private Postsecondary Institutions Approved by the Council on Private Postsecondary and Vocational Education that offer Degree-Granting Programs***

(a) The institution shall demonstrate that it has financial resources, administrative capacity, a system of control, and support services sufficient to meet the institution's financial obligations and to provide and sustain the services and programs described in official publications

(1) This capability shall be demonstrated by compliance with federal law and regulations regarding factors of financial capability

(b) The financial systems employed by the institution shall make it possible to present fairly the financial position and results of the institution's financial operations, and that the institution is using funds and account groups in conformity with Generally Accepted Accounting Principles (GAAP)

(c) The definition of an institution financially at risk will be the same as that provided by the U S Department of Education

### ***Community and Junior Colleges Accredited by the Western Association of Schools and Colleges***

(a) The institution shall demonstrate that it has financial resources, administrative capacity, a system of control, and support services sufficient to meet the institution's financial obligations and to provide and sustain the services and programs described in its official publications

(1) This capability shall be demonstrated by compliance with federal law and regulations regarding factors of financial capability

(b) The financial systems employed by the institution shall make it possible to present fairly the financial position and results of financial operations of the institution, using funds and account groups in conformity with Generally Accepted Accounting Principles (GAAP)

(c) The definition of an institution financially at risk will be the same as that provided by the U S Department of Education

### **Records/Information Needed to Demonstrate Compliance with Standard 5:**

A current copy of the institution's administrative policy manual or its equivalent, including organization charts and table, and the names of office holders Current annual budgets, copies of certified audits and management letters for the three most recent years Note 34 CFR Sections 668 13, 14, 15, 16, set the requirements for institutions to demonstrate financial responsibility, and the capacity to adequately administer Title IV programs.



## **STANDARD 6 - INSTITUTIONS FINANCIALLY AT RISK**

**Reference [ 34 CFR, Sec. 667.21 (a) (8) (i) (ii)]**

***Schools, Agents, and Agencies Approved by the Council on Private Postsecondary and Vocational Education that offer Vocational and Non-Degree Granting Programs***

(a) An institution, if determined to be financially at risk according to the definition of the U S Department of Education, shall develop and make available a written plan that, in the event of the institution's closure, at a minimum, must

(1) explain options available to enrolled students for continued study through a state-approved teach-out or other alternatives,

(2) provide for maintenance and retention of student academic and financial aid records within California in accordance with the record provisions of **CALIFORNIA SPRE STANDARD 3 - ACADEMIC STANDARDS, STUDENT RECORDS**, and

(3) detail how enrolled and former students shall be notified of record location and the access procedure

***Private Postsecondary Institutions Approved by the Council on Private Postsecondary and Vocational Education that offer Degree-Granting Programs***

(a) An institution shall, if determined to be financially at risk according to the definition of the U S Department of Education, shall develop and make available a written plan that, in the event of the institution's closure, at a minimum, must

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(1) explain options available to enrolled students for continued study,

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(3) detail how enrolled and former students shall be notified of record location and the access procedure

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(1) explain options available to enrolled students for continued study,

(2) provide for maintenance and retention of student academic and financial aid records within California in accordance with the record provisions of **CALIFORNIA SPRE STANDARD 3 - ACADEMIC STANDARDS, STUDENT RECORDS**, and

(3) detail how enrolled and former students shall be notified of record location and the access procedure

**Records/Information Needed to Demonstrate Compliance with Standard 6:**

A written plan that details the standard's requirements, written agreements with other institutions to receive transferring students and their records, detailed descriptions of the arrangements made with the appropriate agencies to transfer any allowable student aid to a receiving institution, appropriate agreements that enable students to use institutional scholarships or grants or other funds while completing their program of study at another institution

## **STANDARD 7 - VOCATIONAL PROGRAMS; RELATIONSHIP OF TUITION AND FEES TO EXPECTED WAGES**

**Reference [34 CFR, Sec. 667.21 (a) (9) (i) (ii)]**

### *Schools, Agents, and Agencies*

*Approved by the Council on Private Postsecondary and Vocational Education  
that offer Vocational and Non-Degree Granting Programs*

(a) The institution shall demonstrate, for educational programs which are defined as vocational [34 CFR, Sec. 667.2 (c)], that

(1) for each of the institution's educational programs of one academic year or less, the cost of tuition and enrollment fees shall be equal to or less than the annual median full-time entry-level salary for each occupation to which the institution represents the programs to lead, and

(2) for each of the institution's educational programs of more than one academic year, the cost of tuition and enrollment fees per academic year shall be equal to or less than the annual median full-time entry-level salary for each occupation to which the institution represents the programs to lead

(A) The entry-level salary shall be based on the median hourly wage reported by the state Employment Development Department for the region where the institution is located and expressed as an annual wage for full-time employment based on a 40-hour work week.

(B) For an occupation not listed by the state Employment Development Department, but which is identified as a legitimate employment classification by the California Science and Technology Council or other official source, the entry-level salary shall be the median hourly wage for that classification as reported by the official source or, where there is no official salary information available, the actual employment/salary experience, for those students employed in their field of study, of the institution's most recent graduates/completers as demonstrated by a statistically valid survey conducted by or on behalf of the institution, and expressed as an annual wage for full-time employment based on a 40-hour work week

(3) An institution shall be in compliance with this standard if its total tuition and enrollment fees for a full-time student in a vocational program is \$750 or less per academic year

(4) Institutions which do not meet either of the tuition and enrollment fee to salary ratios in (2), or the provisions of (3), must demonstrate to the satisfaction of the SPRE that special circumstances prevent the institution from meeting this standard

(A) Among the special circumstances which an institution may cite are such factors as the high cost of specialized technical training or equipment costs, or a majority of graduates/completers electing to accept public-service employment

(b) The institution shall demonstrate that each program is of sufficient duration to meet the program objectives

(1) Compliance with the requirements of appropriate state agencies responsible for occupational licensure or required by recognized accrediting entities shall be deemed sufficient for meeting part (b) of this standard.

## **STANDARD 7 - VOCATIONAL PROGRAMS; RELATIONSHIP OF TUITION AND FEES TO EXPECTED WAGES**

**Reference [34 CFR, Sec. 667.21 (a) (9) (i) (ii)]**

### ***Private Postsecondary Institutions Approved by the Council on Private Postsecondary and Vocational Education that offer Degree-Granting Programs***

(a) The institution shall demonstrate, for educational programs which are defined as vocational [34 CFR, Sec. 667.2 (c)], that

(1) for each of the institution's educational programs of one academic year or less, the cost of tuition and enrollment fees shall be equal to or less than the annual median full-time entry-level salary for each occupation to which the institution represents the programs to lead, and

(2) for each of the institution's educational programs of more than one academic year, the cost of tuition and enrollment fees per academic year shall be equal to or less than the annual median entry-level salary for each occupation to which the institution represents the programs to lead

(A) The entry-level salary shall be based on the median hourly wage reported by the state Employment Development Department for the region where the institution is located and expressed as an annual wage for full-time employment based on a 40-hour work week

(B) For an occupation not listed by the state Employment Development Department, but which is identified as a legitimate employment classification by the California Science and Technology Council or other official source, the entry-level salary shall be the median hourly wage for that classification as reported by the official source or, where there is no official salary information available, the actual employment/salary experience, for those students employed in their field of study, of the institution's most recent graduates/completers as demonstrated by a statistically valid survey conducted by or on behalf of the institution, and expressed as an annual wage for full-time employment based on a 40-hour work week

(3) An institution shall be in compliance with this standard if its total tuition and enrollment fees for a full-time student in a vocational program is \$750 or less per academic year

(4) Institutions which do not meet either of the tuition and enrollment fee to salary ratios in (2), or the provisions of (3) must demonstrate to the satisfaction of the SPRE that special circumstances prevent the institution from meeting this standard

(A) Among the special circumstances which an institution may cite are such factors as the high cost of specialized technical training or equipment costs, or a majority of graduates/completers electing to accept public-service employment.

(b) The institution shall demonstrate that each program is of sufficient duration to meet the program objectives

(1) Compliance with the requirements of appropriate state agencies responsible for occupational licensure or required by recognized accrediting entities shall be deemed sufficient for meeting part (b) of this standard

## **STANDARD 7 - VOCATIONAL PROGRAMS; RELATIONSHIP OF TUITION AND FEES TO EXPECTED WAGES**

**Reference [34 CFR, Sec. 667.21 (a) (9) (i) (ii)]**

### ***Institutions Accredited by the Senior Commission of the Western Association of Schools and Colleges***

(a) The institution shall demonstrate, for educational programs which are defined as vocational [34 CFR, Sec. 667.2 (c)], that

(1) for each of the institution's educational programs of one academic year or less, the cost of tuition and enrollment fees shall be equal to or less than the annual median full-time entry-level salary for each occupation to which the institution represents the programs to lead, and

(2) for each of the institution's educational programs of more than one academic year, the cost of tuition and fees per academic year shall be equal to or less than the annual median full-time entry-level salary for each occupation to which the institution represents the programs to lead.

(A) The entry-level salary shall be based on the median hourly wage reported by the state Employment Development Department for the region where the institution is located and expressed as an annual wage for full-time employment based on a 40-hour work week

(B) For an occupation not listed by the state Employment Development Department, but which is identified as a legitimate employment classification by the California Science and Technology Council or other official source, the entry-level salary shall be the median hourly wage for that classification as reported by the official source or, where there is no official salary information available, the actual employment/salary experience, for those students employed in their field of study, of the institution's most recent graduates/completers as demonstrated by a statistically valid survey conducted by or on behalf of the institution, and expressed as an annual wage for full-time employment based on a 40-hour work week

(3) An institution shall be in compliance with this standard if its total tuition and enrollment fees for a full-time student in a vocational program is \$750 or less per academic year

(4) Institutions which do not meet either of the tuition and enrollment fee to salary ratios in (2), or the provisions of (3), must demonstrate to the SPRE's satisfaction that special circumstances prevent the institution from meeting this standard

(A) Among the special circumstances which an institution may cite are such factors as the high cost of specialized technical training or equipment costs, the establishment of tuition and enrollment fees by an act of the state Legislature, or a majority of graduates/completers electing to accept public-service employment

(b) The institution shall demonstrate that each program is of sufficient duration to meet the program objectives

(1) Compliance with the requirements of appropriate state agencies responsible for occupational licensure or required by recognized accrediting entities shall be deemed sufficient for meeting part (b) of this standard

## **STANDARD 7 - VOCATIONAL PROGRAMS; RELATIONSHIP OF TUITION AND FEES TO EXPECTED WAGES**

Reference [34 CFR, Sec. 667.21 (a) (9) (i) (ii)]

### ***Community and Junior Colleges Accredited by the Western Association of Schools and Colleges***

(a) The institution shall demonstrate, for educational programs which are defined as vocational [34 CFR, Sec. 667.2 (c)], that

(1) for each of the institution's educational programs of one academic year or less, the cost of tuition and enrollment fees shall be equal to or less than the annual median full-time entry-level salary for each occupation to which the institution represents the programs to lead, and

(2) for each of the institution's educational programs of more than one academic year, the cost of tuition and fees shall be equal to or less than the annual median full-time entry-level salary for each occupation to which the institution represents the programs to lead

(A) The entry-level salary shall be based on the hourly wage reported by the state Employment Development Department for the region where the institution is located and expressed as an annual average wage for full-time employment based on a 40-hour work week.

(B) For an occupation not listed by the state Employment Development Department, but which is identified as a legitimate employment classification by the California Science and Technology Council or other official source, the entry-level salary shall be the median hourly wage for that classification as reported by the official source or, where there is no official salary information available, the actual employment/salary experience for those students employed in their field of study of the institution's most recent graduates/completers as demonstrated by a statistically valid survey conducted by or on behalf of the institution, and expressed as an annual wage for full-time employment based on a 40-hour work week

(3) An institution shall be in compliance with this standard if its total tuition and enrollment fees for a full-time student in a vocational program is \$750 or less per academic year

(4) In determining compliance, strong consideration will be given to the fact that the institution's tuition and enrollment fees are set by an act of the state Legislature,

(5) Institutions which do not meet either of the tuition and enrollment fee to salary ratios in (2), or the provisions of (3), or are not determined to be in compliance based on the provisions of (4) must demonstrate to the SPRE's satisfaction that special circumstances prevent the institution from meeting this standard

(A) Among the special circumstances which an institution may cite are such factors as the high cost of specialized technical training or equipment costs, or a majority of graduates/completers electing to accept public-service employment

(b) The institution shall demonstrate that each program is of sufficient duration to meet the program objectives

(1) Compliance with the requirements of either appropriate state agencies responsible for occupational licensure, recognized accrediting entities, or with appropriate state statute or regulation shall be deemed sufficient for meeting part (b) of this standard

**Records/Information Needed to Demonstrate Compliance with Standard 7:**

A list of vocational programs by length of program, a student catalog and/or other publication(s) which identifies each occupation to which each of the institution's programs are represented to lead, total program fees and tuition, annual entry-level salary data for the region in which the institution is located, as provided by the state Employment Development Department. For emerging occupations, salary and job information provided by the California Science and Technology Council or other official source, all materials concerning wages and salaries gathered by the institution in surveying its graduates and completers accepting employment in such occupations

**Methods and Data and the Source of Data that SPRE Uses to Determine if the Tuition and Fees Charged for a Vocational Program are Excessive Compared to Future Salary Potential:**

Tuition and fees (for programs of one academic year or less, the total tuition and fees, for programs of greater than one year, the tuition and fees for one academic year) must be equal to or less than the average annual entry-level salary (based on a 40-hour work week) for the appropriate region(s), according to current data from the state Employment Development Department, or be based upon the most recent wage and salary information gathered by the institution through a survey of its graduates and completers who have accepted employment in emerging occupations and for which the survey response rate is at least 40%

## **STANDARD 8 - VOCATIONAL AND PROFESSIONAL PROGRAMS; LABOR MARKET, LICENSURE AND JOB INFORMATION**

Reference [ 34 CFR , Sec. 667.21 (a) (10) (i) (ii)]

*Schools, Agents, and Agencies Approved by the Council on Private Postsecondary and Vocational Education that offer Vocational and Non-Degree-Granting Programs*

(a) For students enrolled in professional and vocational programs, the institution shall publish and, upon request, make available to all prospective and enrolled students comprehensive information which includes, at a minimum, the following

(1) for each occupation to which each vocational and professional program is represented to lead, current job market conditions and employment prospects as reported by the state Employment Development Department, and

(2) for each occupation not listed by the state Employment Development Department, to which the institution represents its vocational or professional educational program leads, the current job market conditions and employment prospects as reported by an official source such as the California Science and Technology Council

(b) The institution shall publish and, upon request, make available to all prospective and enrolled students comprehensive information which includes, at a minimum, the following

(1) the extent to which the institution's educational program(s) prepare students for required licensure or certification,

(2) any requirements beyond the completion of the institution's programs necessary to meet applicable licensure requirements, and

(3) the most recent outcome measures as required by **CALIFORNIA SPRE STANDARD 14-STUDENT OUTCOME MEASURES.**

*Private Postsecondary Institutions Approved by the Council on Private Postsecondary and Vocational Education that offer Degree-Granting Programs*

(a) For students enrolled in professional and vocational programs, the institution shall publish and, upon request, make available to all prospective and enrolled students comprehensive information which includes, at a minimum, the following

(1) for each occupation to which each vocational and professional program is represented to lead, current job market conditions and employment prospects as reported by the state Employment Development Department, and

(2) for each occupation not listed by the state Employment Development Department, to which the institution represents its vocational or professional educational program leads, the current job market conditions and employment prospects as reported by an official source such as the California Science and Technology Council

(b) The institution shall publish and, upon request, make available to all prospective and enrolled students comprehensive information which includes, at a minimum, the following

(1) the extent to which the institution's educational program(s) prepare students for required licensure or certification,

(2) any requirements beyond the completion of the institution's programs necessary to meet applicable licensure requirements, and

(3) the most recent outcome measures as required by **CALIFORNIA SPRE STANDARD 14-STUDENT OUTCOME MEASURES.**



***Institutions Accredited by the Senior Commission of  
the Western Association of Schools and Colleges***

(a) For students enrolled in professional and vocational programs, the institution shall publish and, upon request, make available to all prospective and enrolled students comprehensive information which includes, at a minimum, the following

(1) for each occupation to which each vocational and professional program is represented to lead, current job market conditions and employment prospects as reported by the state Employment Development Department, and

(2) for each occupation not listed by the state Employment Development Department, to which the institution represents its vocational or professional educational program leads, the current job market conditions and employment prospects as reported by an official source such as the California Science and Technology Council

(b) The institution shall publish and, upon request, make available to all prospective and enrolled students comprehensive information which includes, at a minimum, the following

(1) the extent to which the institution's educational programs prepare students for required licensure or certification,

(2) any requirements beyond the completion of the institution's programs necessary to meet applicable licensure requirements, and

(3) the most recent outcome measures as required by **CALIFORNIA SPRE STANDARD 14-STUDENT OUTCOME MEASURES.**

***Community and Junior Colleges Accredited by the  
Western Association of Schools and Colleges***

(a) For students enrolled in vocational programs, the institution shall publish and, upon request, make available to all prospective and enrolled students comprehensive information which includes, at a minimum, the following

(1) for each occupation to which each vocational program is represented to lead, current job market conditions and employment prospects as reported by the state Employment Development Department, and

(2) for each occupation not listed by the state Employment Development Department, to which the institution represents its vocational or professional educational program leads, the current job market conditions and employment prospects as reported by an official source such as the California Science and Technology Council

(b) The institution shall publish and, upon request, make available to all prospective and enrolled students comprehensive information which includes, at a minimum, the following

(1) the extent to which the institution's educational program(s) prepare students for required licensure or certification,

(2) any requirements beyond the completion of the institution's programs necessary to meet applicable licensure requirements, and

(3) the most recent outcome measures as required by **CALIFORNIA SPRE STANDARD 14-STUDENT OUTCOME MEASURES.**

**Records/Information Needed to Demonstrate Compliance with Standard 8:**

Student catalogs and other information material such as program descriptions, student handbooks, information supplied to students regarding job availability, reports on salaries/wages and occupation from the state EDD or other official source, and data compiled by the institution to demonstrate compliance with Standard 14

## **STANDARD 9 - ELIGIBLE PROGRAM LENGTH**

**Reference [34 CFR , Sec. 667.21 (a) (11) (12)]**

***Schools, Agents, and Agencies Approved by the Council on Private Postsecondary and Vocational Education that offer Vocational and Non-Degree Granting Programs***

(a) The institution shall demonstrate that each educational program offered is of sufficient length to meet the requirements of appropriate state agencies responsible for occupational licensure or required by recognized accrediting entities

***Private Postsecondary Institutions Approved by the Council on Private Postsecondary and Vocational Education that offer Degree-Granting Programs***

(a) The institution shall demonstrate that each educational program offered is of sufficient length to meet the requirements of appropriate state agencies responsible for occupational licensure or required by recognized accrediting entities

***Institutions Accredited by the Senior Commission of the Western Association of Schools and Colleges***

(a) The institution shall demonstrate that each educational program offered is of sufficient length to meet the requirements of appropriate state agencies responsible for occupational licensure or required by recognized accrediting entities

***Community and Junior Colleges Accredited by the Western Association of Schools and Colleges***

(a) The institution shall demonstrate that each educational program offered is of sufficient length to meet the requirements of appropriate state agencies responsible for occupational licensure or required by recognized accrediting entities, or is in compliance with applicable state statutory or regulatory code

### **Records/Information Needed to Demonstrate Compliance with Standard 9:**

Documentation that each program is of appropriate length based on applicable state or federal licensure, or applicable accreditation standards

## **STANDARD 10 - OWNER, ADMINISTRATOR CONDUCT**

Reference [34 CFR, Sec. 667.21 (13)]

### ***Schools, Agents, and Agencies Approved by the Council on Private Postsecondary and Vocational Education that offer Vocational and Non-Degree Granting Programs***

(a) The institution shall have in place written policies and procedures applicable to senior administrative and executive personnel, individuals with fiduciary responsibility, members of governing boards, and majority shareholders (if applicable) which address conflict of interest and provide protection against diversion of all institutional resources by persons exercising control over the institution

(1) The appropriate institutional official must certify that none of the personnel included in (a) has been convicted or has pled nolo contendere or guilty to a crime involving Title IV or any other funds under the control of the institution

(2) Where applicable statutory or regulatory codes exist, demonstrated compliance with those statutes shall be deemed acceptable to meet this standard

### ***Institutions Accredited by the Senior Commission of the Western Association of Schools and Colleges***

(a) The institution shall have in place written policies and procedures applicable to senior administrative and executive personnel, individuals with fiduciary responsibility, members of governing boards, and majority shareholders (if applicable) which address conflict of interest and provide protection against diversion of all institutional resources by persons exercising control over the institution

(1) The appropriate institutional official must certify that none of the personnel included in (a) has been convicted or has pled nolo contendere or guilty to a crime involving Title IV or any other funds under the control of the institution

(2) Where applicable statutory or regulatory codes exist, demonstrated compliance with those statutes shall be deemed acceptable to meet this standard

### ***Private Postsecondary Institutions Approved by the Council on Private Postsecondary and Vocational Education that offer Degree-Granting Programs***

(a) The institution shall have in place written policies and procedures applicable to senior administrative and executive personnel, individuals with fiduciary responsibility, members of governing boards, and majority shareholders (if applicable) which address conflict of interest and provide protection against diversion of all institutional resources by persons exercising control over the institution

(1) The appropriate institutional official must certify that none of the personnel included in (a) has been convicted or has pled nolo contendere or guilty to a crime involving Title IV or any other funds under the control of the institution

(2) Where applicable statutory or regulatory codes exist, demonstrated compliance with those statutes shall be deemed acceptable to meet this standard

### ***Community and Junior Colleges Accredited by the Western Association of Schools and Colleges***

(a) The institution shall have in place written policies and procedures applicable to senior administrative and executive personnel, individuals with fiduciary responsibility, members of governing boards, and majority shareholders (if applicable) which address conflict of interest and provide protection against diversion of all institutional resources by persons exercising control over the institution

(1) The appropriate institutional official must certify that none of the personnel included in (a) has been convicted or has pled nolo contendere or guilty to a crime involving Title IV or any other funds under the control of the institution

(2) Where applicable statutory or regulatory codes exist, demonstrated compliance with those statutes shall be deemed acceptable to meet this standard.

**Records/Information Needed to Demonstrate Compliance with Standard 10:**

Copies of the institution's policies and procedures governing conflict of interest, certification that no administrator, owner, shareholder, board member or other official has been previously convicted of or pled nolo contendere or guilty to a crime involving funds under Title IV, certification that no administrator, owner, shareholder, or board member has been convicted of a crime or been judicially determined to have committed fraud involving institutional funds, a list of owners with substantial control, a list of administrators, and copies of signed conflict-of-interest statements by all responsible institutional personnel

## **STANDARD 11 - STUDENT COMPLAINT PROCEDURES**

Reference [34 CFR, Sec. 667.21 (14)]

*Schools, Agents, and Agencies Approved by the Council on Private Postsecondary and Vocational Education that offer Vocational and Non-Degree Granting Programs*

(a) The institution shall demonstrate that it developed, publicized, and consistently administers a policy and procedures for receiving, investigating, and resolving students' formal complaints. At a minimum, this shall include

(1) student rights of due process, appeal, grievance redress, a step-by-step procedure students follow to file a formal complaint, clear identification of the person or office to whom a complaint should be directed,

(2) conflict of interest guidelines and assurance that no adverse action will be taken against any student (as a result of filing a complaint) or the person authorized to resolve complaints (as a result of appropriate discharge of duties),

(3) reasonable time frames for complaint resolution, and

(4) documentation and retention, after a final disposition, of all formal complaint records for the retention period required by the statute of limitations associated with causes of action with respect to student complaints, or five (5) years, whichever is longer

*Private Postsecondary Institutions Approved by the Council on Private Postsecondary and Vocational Education that offer Degree-Granting Programs*

(a) The institution shall demonstrate that it has developed, publicized, and consistently administers a policy and procedures for receiving, investigating, and resolving students' formal complaints. At a minimum, this shall include

(1) student rights of due process, appeal, grievance redress, a step-by-step procedure students follow to file a formal complaint, clear identification of the person or office to whom a complaint should be directed,

(2) conflict of interest guidelines and assurance that no adverse action will be taken against any student (as a result of filing a complaint) or the person authorized to resolve complaints (as a result of appropriate discharge of duties),

(3) reasonable time frames for complaint resolution, and

(4) documentation and retention, after a final disposition, of all formal complaint records for the retention period required by the statute of limitations associated with causes of action with respect to student complaints, or five (5) years, whichever is longer

***Institutions Accredited by the Senior Commission of  
the Western Association of Schools and Colleges***

(a) The institution shall demonstrate that it has developed, publicized, and consistently administers a policy and procedures for receiving, investigating, and resolving formal student complaints. At a minimum, this shall include

(1) student rights of due process, appeal, grievance redress, a step-by-step procedure students follow to file a formal complaint, clear identification of the person or office to whom a complaint should be directed,

(2) conflict of interest guidelines and assurance that no adverse action will be taken against any student (as a result of filing a complaint) or the person authorized to resolve complaints (as a result of appropriate discharge of duties),

(3) reasonable time frames for complaint resolution, and

(4) documentation and retention, after a final disposition, of all formal complaint records for the retention period required by the statute of limitations associated with causes of action with respect to student complaints, or five (5) years, whichever is longer

***Community and Junior Colleges Accredited by the  
Western Association of Schools and Colleges***

(a) The institution shall demonstrate that it has developed, publicized, and consistently administers a policy and procedures for receiving, investigating, and resolving formal student complaints. At a minimum, this shall include

(1) student rights of due process, appeal, grievance redress, a step-by-step procedure students follow to file a formal complaint, clear identification of the person or office to whom a complaint should be directed,

(2) conflict of interest guidelines and assurance that no adverse action will be taken against any student (as a result of filing a complaint) or the person authorized to resolve complaints (as a result of appropriate discharge of duties),

(3) reasonable time frames for complaint resolution, and

(4) documentation and retention, after a final disposition, of all formal complaint records for the appropriate length of time in compliance with the applicable statutory or regulatory codes

(b) Where applicable state statutory or regulatory code exist, demonstrated compliance with them shall be deemed acceptable to meet this standard

**Records/Information Needed to Demonstrate Compliance with Standard 11:**

Student catalog, handbook, or other information materials, copies of the institution's policy and procedures on student complaints, a record of formal student complaints and their resolution/status



**STANDARD 12 - ADVERTISING, PROMOTION AND RECRUITMENT PRACTICES**  
**Reference [34 CFR, Sec. 667.21 (15)]**

***Schools, Agents, and Agencies Approved by the Council on Private Postsecondary and Vocational Education that offer Vocational and Non-Degree Granting Programs***

(a) An institution shall demonstrate that the institution's advertising, promotion and recruitment materials are factual

(1) Enrolled and prospective students must be provided, upon request, current information that supports the institution's claims

(2) The institution shall retain for the period required by the statute of limitations associated with causes of action with respect to false or misleading advertising or five (5) years, whichever is longer, copies of all newspaper and other print advertisements, and scripts for, and audio and video recordings of, broadcast advertisements

***Private Postsecondary Institutions Approved by the Council on Private Postsecondary and Vocational Education that offer Degree-Granting Programs***

(a) An institution must demonstrate that the institution's advertising, promotion and recruitment materials are factual

(1) Enrolled and prospective students must be provided, upon request, recent information that supports the institution's claims

(2) The institution shall retain for the period required by the statute of limitations associated with causes of action with respect to false or misleading advertising or five (5) years, whichever is longer, copies of all newspaper and other print advertisements, and scripts for, and audio and video recordings of, broadcast advertisements

***Institutions Accredited by the Senior Commission of the Western Association of Schools and Colleges***

(a) An institution shall demonstrate that all of the institution's advertising, promotion and recruitment materials are factual

(1) Enrolled and prospective students must be provided, upon request, current information that supports the institution's claims

(2) The institution shall retain for the period required by the statute of limitations associated with causes of action with respect to false or misleading advertising or five (5) years, whichever is longer, copies of all newspaper and other print advertisements, and scripts for, and audio and video recordings of, broadcast advertisements

***Community and Junior Colleges Accredited by the Western Association of Schools and Colleges***

(a) An institution shall demonstrate that all of the institution's advertising, promotion and recruitment materials are factual

(1) Enrolled and prospective students must be provided, upon request, current information that supports the institution's claims

(2) The institution shall retain for the appropriate length of time, in compliance with the applicable statutory or regulatory code, copies of all newspaper and other print advertisements, and scripts for, and audio and video recordings of, broadcast advertisements

**Records/Information Needed to Demonstrate Compliance with Standard 12:**

Catalog, handbook, recruiting brochures, videos and other informational material given to students, copies of advertisements for the appropriate period

**STANDARD 13 - FAIR AND EQUITABLE REFUND POLICY**  
**Reference [34 CFR, Sec. 667.21 (16)]**

***Schools, Agents, and Agencies Approved by the Council on Private Postsecondary and Vocational Education that offer Vocational and Non-Degree Granting Programs***

(a) The institution shall demonstrate that it has printed, publicized, and consistently administers a fair and equitable refund policy which, at a minimum, is in compliance with refund policies as set forth in federal and state law and regulation

***Private Postsecondary Institutions Approved by the Council on Private Postsecondary and Vocational Education that offer Degree-Granting Programs***

(a) The institution shall demonstrate that it has printed, publicized, and consistently administers a fair and equitable refund policy which, at a minimum, is in compliance with federal and state law and regulation

***Institutions Accredited by the Senior Commission of the Western Association of Schools and Colleges***

(a) The institution shall demonstrate that it has printed, publicized, and consistently administers a fair and equitable student refund policy which, at a minimum, is in compliance with refund policies as set forth in federal and state law and regulations

***Community and Junior Colleges Accredited by the Western Association of Schools and Colleges***

(a) The institution shall demonstrate that it has printed, publicized, and consistently administers a fair and equitable student refund policy which, at a minimum, is in compliance with refund policies as set forth in federal and state law and regulations

**Records/Information Needed to Demonstrate Compliance with Standard 13:**

A written refund policy, records of refunds made, audit reviews, catalog or other current informational materials, enrollment contracts (where appropriate)

## **STANDARD 14 - STUDENT OUTCOME MEASURES**

**Reference: [34 CFR, Sec. 667.21 (17) (i) (iii) (iv) (v)]**

### ***Schools, Agents, and Agencies***

***Approved by the Council on Private Postsecondary and Vocational Education  
that offer Vocational and Non-Degree Granting Programs***

**(a) The institution shall demonstrate that it has**

**(1) a graduation/completion rate of not less than 60%**

**(A) To complete this computation, the institution must use the methodology specified in Chapter 3, Part 59, division 10 of the Education Code, Section 94316 10 (a) (2) (A)**

**(b) The institution must also demonstrated that it has a student withdrawal rate that does not exceed that allowed under federal law**

**(c) For educational programs defined as vocational or professional [34 CFR, Section 667 2 (c)], and using the methodology specified in Chapter 3, Part 59, Division 10 of the Education Code, Section 94316 10 (a) (2) (B) the institution must demonstrate that it has a student employment placement rate in the students' field of study of not less than 70% of those who complete the educational program, and**

**(d) Where a license is required for employment in the field of study, the institution's graduates must have a first-time licensure pass rate at least equal to one standard deviation below the examining board's average passage rate for first-time licensure applicants from all sources**

**(e) For the purposes of determining compliance with subdivisions (a) and (c), the institution may offer documentation that one or more students should not be included in the computation due to death, disability, illness, pregnancy, military service, or participation in the Peace Corps or Domestic Volunteer Service**

## STANDARD 14 - STUDENT OUTCOME MEASURES

Reference: [34 CFR, Sec. 667.21 (17) (i) (iii) (iv) (v)]

*Private Postsecondary Institutions  
Approved by the Council on Private Postsecondary and Vocational Education  
that offer Degree-Granting Programs*

(a) The institution shall demonstrate that it has

(1) within not more than nine (9) years of first enrollment, a graduation/completion rate for all undergraduate students of not less than 47 4%

(A) An institution that fails to meet the quantified graduation/completion rate in (1) may provide documentation to demonstrate, to the SPRE's satisfaction, the validity of the factors which prevent the institution's graduation/completion from meeting the specified rate

(B) Should the SPRE determine that the institution's reasons for its lower graduation/completion rate are valid it may find the institution in compliance with part (1) of the review standard

(C) The SPRE may consider in determining whether the institution's reasons are valid the family circumstances of the institution's students, student enrollment patterns, or transfers to other postsecondary education institutions, full-time employment of students in their area of study prior to program completion, student withdrawal to pursue military, religious, or other nationally recognized public service activities

(b) The institution must also demonstrate that it has a student withdrawal rate that does not exceed that allowed under federal law, and

(c) For those educational programs designated as vocational or professional [34 CFR, Section 667 2 (c)], the institution has, for graduates/completers within six months of their leaving the program, a student employment placement rate in the students' field of study of not less than 70%

(1) Data used by the institution to demonstrate compliance with (c) must be for the most current 12-month period.

(A) An institution that fails to meet the quantified placement rate in (c) may provide documentation to demonstrate, to the SPRE's satisfaction, the validity of the factors which prevent the institution's graduation/completion rate from meeting the specified rate

(B) Should the SPRE determine that the institution's reasons for its lower placement rate are valid, it may find the institution in compliance with part (c) of the review standard

(C) The SPRE may consider these factors in determining whether the institution's reasons are valid the general economic conditions present in California, students continuing their education at an advanced level at an accredited postsecondary education institution, students pursuing military, religious, or other nationally recognized public service activities, or students leaving the United States to return to their country of citizenship

(d) Where a license is required for employment in the field of study, the institution must demonstrate that its graduates have a first-time licensure pass rate that is at least equal to one standard deviation below the examining board's average passage rate for first-time licensure applicants from all sources

## **STANDARD 14 - STUDENT OUTCOME MEASURES**

**Reference: [34 CFR, Sec. 667.21 (17) (i) (iii) (iv) (v)]**

### ***Institutions Accredited by the Senior Commission of the Western Association of Schools and Colleges***

(a) The institution shall demonstrate that it has

(1) within not more than nine (9) years of first enrollment, a graduation/completion rate for all undergraduate students of not less than 47.4%

(A) An institution that fails to meet the quantified graduation/completion rate in (1) may provide documentation to demonstrate, to the SPRE's satisfaction, the validity of the factors which prevent the institution's graduation/completion from meeting the specified rate

(B) Should the SPRE determine that the institution's reasons for its lower graduation/completion rate are valid, it may find the institution in compliance with part (1) of the review standard.

(C) SPRE may consider these factors in determining whether the institution's reasons for a lower graduation/completion rate are valid: the family circumstances of the institution's students, student enrollment patterns, or transfers to other postsecondary education institutions, full-time employment of students in their area of study prior to program completion, student withdrawal to pursue military, religious, or other nationally recognized public service activities

(b) The institution must also demonstrate that it has a student withdrawal rate that does not exceed that allowed under federal law, and

(c) For those educational programs designated as vocational or professional in the [34 CFR, Section 667.2 (c)], the institution has, for graduates/completers within six months of their leaving the program, a student employment placement rate in the students' field of study of not less than 70 %

(1) Data used by the institution to demonstrate compliance with (c) must be for the most current 12-month period.

(A) An institution that fails to meet the quantified placement rate in (c) may provide documentation to demonstrate, to the SPRE's satisfaction, the validity of the factors which prevent the institution's graduation/completion rate from meeting the specified rate

(B) Should the SPRE determine that the institution's reasons for its lower placement rate are valid, it may find the institution in compliance with part (c) of the review standard

(C) The SPRE may consider these factors in determining whether the institution's reasons are valid: the general economic conditions present in California, students continuing their education at an advanced level at an accredited postsecondary education institution, students pursuing military, religious, or other nationally recognized public service activities, or students leaving the United States to return to their country of citizenship

(d) Where a license is required for employment in the field of study, the institution must demonstrate that its graduates have a first-time licensure pass rate that is at least equal to one standard deviation below the examining board's average passage rate for first-time licensure applicants from all sources

## STANDARD 14 - STUDENT OUTCOME MEASURES

Reference: [34 CFR, Sec. 667.21 (17) (i) (iii) (iv) (v)]

### *Community and Junior Colleges Accredited by the Western Association of Schools and Colleges*

(a) The institution must demonstrate that

(1) it has a graduation/completion rate of not less than 11 0% The graduation/completion rate shall be computed by dividing the number of students who received a degree, certificate, or transferred to an accredited baccalaureate degree-granting institution by the number of students enrolled in the fall of that year who indicated their educational goal was to obtain a degree, certificate, or transfer The institution shall calculate its graduation/completion rate for the most recent year for which data on degrees, certificates, and transfer students are available

(A) An institution that fails to meet the quantified graduation/completion rate in (1) may provide documentation to demonstrate, to the SPRE's satisfaction, the validity of the factors which prevent the institution's graduation/completion rate from meeting the specified rate

(B) Should the SPRE determine that the institution's reasons for its lower graduation/completion rate are valid, it may find the institution in compliance with part (1) of the review standard

(C) The SPRE may consider these and other relevant factors in determining whether the institution's reasons for a lower graduation/completion rate are valid the length of programs offered, the institution's prerequisites for academic and vocational programs, the family circumstances of the institution's students, student enrollment patterns transfers to other postsecondary education institutions, full-time employment of students prior to program completion, student withdrawal to pursue military, religious, or other nationally recognized public service activities

(b) The institution must also demonstrate that it has a student withdrawal rate that does not exceed that allowed under federal law

(c) For those educational programs which are designated as vocational in [34 CFR, Section 667 2 (c)], the institution has, for graduates/completers within six months of their leaving the program, a student employment placement rate in the students'

field of study of not less than 70% Labor market information consistent with the NOICC Master Crosswalk shall be used to determine if the students' employment placement is related to their educational program Upon presentation by the institution, labor market information currently available from the California Employment Development Department or other official sources shall be considered by the SPRE in determining an institution's compliance with this standard

(1) Data used by the institution to demonstrate compliance with (c) must be for the most current calendar or fiscal 12-month period for which data are available

(A) An institution that fails to meet the quantified placement rate in (c) may provide documentation to demonstrate, to the SPRE's satisfaction, the validity of the factors which prevent the institution's graduation/completion rate from meeting the specified rate

(B) Should the SPRE determine that the institution's reasons for its lower placement rate are valid, it may find the institution in compliance with part (c) of the review standard

(C) The SPRE may consider these and other relevant factors in determining whether the institution's reasons are valid the general economic conditions present in California, students continuing their education at an accredited postsecondary education institution, students pursuing military, religious, or other nationally recognized public service activities, or students leaving the United States to return to their country of citizenship, or the applicable State laws and regulations governing student admission to the institution

(d) Where a license is required for entry-level employment in the field of study, and the relevant licensure board requires as a condition of program approval, a prescribed minimum licensure pass rate of students completing the program, the SPRE shall find those programs in compliance with this standard, provided the institution demonstrates that it has fulfilled such licensure board requirements

Where a license is required for entry-level employment in the

field of study and the relevant licensure board does not require as a condition of program approval, a prescribed minimum licensure pass rate of students completing the program, the institution must demonstrate that its graduates have a first-time licensure pass rate that is at least equal to one standard deviation below the examining board's average passage rate for first-time licensure applicants from all sources

## **Records/Information Needed to Demonstrate Compliance with Standard 14:**

### **GRADUATION RATES:**

Access to all student records, graduation rate calculations, and any other information necessary for the SPRE to determine the validity of the graduation rates reported by the institution

The methodology to be used by the Council-approved non-degree granting institutions shall be identical to that required by CPPVE.

For Council-approved degree granting institutions, the institutions shall disclose what percentage of its undergraduate students graduate from the institution within not more than nine (9) years from the date of first enrollment

For WASC accredited senior colleges and universities, the institutions shall disclose what percentage of its undergraduate students graduate from the institution within not more than nine (9) years from the date of first enrollment

For the WASC accredited junior colleges, the institution shall disclose what percentage of its students enrolled in the fall of that year who indicated their educational goal was to obtain a degree, certificate or transfer to a baccalaureate-granting accredited institution, obtained a degree, certificate or transferred to an accredited baccalaureate degree-granting institution in that year. The institution shall calculate its graduation/completion rate for the most recent year for which data on degrees, certificates, and transfer students are available

### **WITHDRAWAL RATES:**

Access to all student records and any other information necessary for the SPRE to determine the institution's compliance with the standard

To calculate withdrawal rate, an institution must use a methodology that is consistent with such calculations under federal law

### **PLACEMENT RATES:**

Access to all student records, job placement information, placement rate calculations, and any other information necessary for the SPRE to determine the validity of the placement rates reported by the institution

The methodology to be used by the Council-approved non-degree granting institutions for calculation of placement rates shall be identical to that required by CPPVE

For the Council-approved degree granting institutions and the WASC accredited senior colleges and universities, the institution shall disclose what percentage of its students who graduate from professional programs are employed in an occupation related to their educational program as defined by the National Occupational Information Coordinating Committee (NOICC) within six (6) months of their graduation from the institution

For the WASC accredited junior colleges, the institution shall disclose what percentage of its students who graduate/complete from vocational programs are employed in an occupation related to their educational program as defined by labor market information consistent with NOICC within six (6) months of their graduation from the institution

For 600 clock hour programs, the institution shall use the most recent report produced in compliance with 481 (e) (2) of the HEA as amended

### **LICENSURE PASS RATES:**

Access to all student records, licensure pass-rate information, licensure pass-rate calculations, and any other information necessary for the SPRE to determine the validity of the licensure pass rates reported by the institution

All institutions shall calculate the licensure pass rate of the first-time test takers graduating from the institution



# CALIFORNIA POSTSECONDARY EDUCATION COMMISSION

THE California Postsecondary Education Commission is a citizen board established in 1974 by the Legislature and Governor to coordinate the efforts of California's colleges and universities and to provide independent, non-partisan policy analysis and recommendations to the Governor and Legislature

## Members of the Commission

The Commission consists of 17 members. Nine represent the general public, with three each appointed for six-year terms by the Governor, the Senate Rules Committee, and the Speaker of the Assembly. Six others represent the major segments of postsecondary education in California. Two student members are appointed by the Governor.

As of December 1994, the Commissioners representing the general public are

Henry Der, San Francisco, *Chair*  
C. Thomas Dean, Long Beach, *Vice Chair*  
Elaine Alquist, Santa Clara  
Mim Andelson, Los Angeles  
Jeffrey I. Marston, San Diego  
Guillermo Rodriguez, Jr., San Francisco  
Melinda G. Wilson, Torrance  
Linda J. Wong, Los Angeles  
Ellen F. Wright, Saratoga

Representatives of the segments are

Roy T. Brophy, Fair Oaks, appointed by the Regents of the University of California,  
Yvonne W. Larsen, San Diego, appointed by the California State Board of Education,  
Alice Petrossian, Glendale, appointed by the Board of Governors of the California Community Colleges,  
Ted J. Saenger, San Francisco, appointed by the Trustees of the California State University, and  
Kyhl Smeby, Pasadena, appointed by the Governor to represent California's independent colleges and universities, and  
*vacant*, representing the Council for Private Postsecondary and Vocational Education

The two student representatives are  
Stephen Leshner, Meadow Vista  
Beverly A. Sandeen, Costa Mesa

## Functions of the Commission

The Commission is charged by the Legislature and Governor to "assure the effective utilization of public postsecondary education resources, thereby eliminating waste and unnecessary duplication, and to promote diversity, innovation, and responsiveness to student and societal needs."

To this end, the Commission conducts independent reviews of matters affecting the 2,600 institutions of postsecondary education in California, including community colleges, four-year colleges, universities, and professional and occupational schools.

As an advisory body to the Legislature and Governor, the Commission does not govern or administer any institutions, nor does it approve, authorize, or accredit any of them. Instead, it performs its specific duties of planning, evaluation, and coordination by cooperating with other State agencies and non-governmental groups that perform those other governing, administrative, and assessment functions.

## Operation of the Commission

The Commission holds regular meetings throughout the year at which it debates and takes action on staff studies and takes positions on proposed legislation affecting education beyond the high school in California. By law, its meetings are open to the public. Requests to speak at a meeting may be made by writing the Commission in advance or by submitting a request before the start of the meeting.

The Commission's day-to-day work is carried out by its staff in Sacramento, under the guidance of its executive director, Warren Halsey Fox, Ph.D., who is appointed by the Commission.

Further information about the Commission and its publications may be obtained from the Commission offices at 1303 J Street, Suite 500, Sacramento, California 95814-2938, telephone (916) 445-7933.

# STATE POSTSECONDARY REVIEW ENTITY (SPRE) STANDARDS ADOPTED ON OCTOBER 24, 1994, AND SUBMITTED TO THE UNITED STATES SECRETARY OF EDUCATION

Commission Report 94-16



ONE of a series of reports published by the California Postsecondary Education Commission as part of its planning and coordinating responsibilities. Single copies may be obtained without charge from the Commission at 1303 J Street, Suite 500, Sacramento, California 95814-2938. Recent reports include

- 94-5 *Progress on Regional Academic Planning: A Staff Report to the Commission in Response to the First in a Series of Joint Reports on Regional Academic Planning by California's Public Systems of Higher Education* (April 1994)
- 94-6 *Progress on College and University Assessments of Campus Climate: A Staff Report to the California Postsecondary Education Commission* (April 1994)
- 94-7 *Will the "Three Strikes" of (1) Escalating Prison Costs, (2) An Inflexible State Budget, and (3) Frozen State Revenues Strike Down Your Children's College Chances? A Message to Every Californian from Warren Halsey Fox, Executive Director, California Postsecondary Education Commission* (April 1994)
- 94-8 *Breaking Camp — Building a Campus: The Commission's Analysis of the Proposal to Create California State University, Monterey Bay, at Fort Ord* (June 1994)
- 94-9 *Professional Degree Program Fees: A Report of the California Postsecondary Education Commission* (June 1994)
- 94-10 *California's Associate Degree Programs for Preparing Licensed Teacher Assistants: A Report to the Legislature in Response to Senate Bill 156 (Chapter 1345, Statutes of 1989)* (June 1994)
- 94-11 *The Role of the Commission in Achieving Educational Equity: A Declaration of Policy* [Original version published in December 1988 as Commission Report 88-42] (June 1994)
- 94-12 *Appropriations in the 1994-95 State Budget for Postsecondary Education: A Staff Report to the California Postsecondary Education Commission* (August 1994)
- 94-13 *Faculty Salaries in California's Community Colleges, 1993-94: A Report to the Legislature and Governor in Response to Supplemental Language for the 1979 Budget Act* (August 1994)
- 94-14 *Executive Compensation in California Public Higher Education, 1993-94: The Second in a Series of Annual Reports to the Governor and Legislature in Response to the 1992 Budget Act* (August 1994)
- 94-15 *Comments at Public Forums Regarding the Commission's State Postsecondary Review Entity (SPRE) Program and Its Draft Standards, with Staff Responses. A Staff Report to the Commission's Ad Hoc Committee on Federal Programs* (October 1994)
- 94-16 *State Postsecondary Review Entity (SPRE) Standards Adopted on October 24, 1994, and Submitted to the United States Secretary of Education* (October 1994)
- 94-17 *Fiscal Profiles, 1994: The Fourth in a Series of Factbooks About the Financing of California Higher Education* (October 1994)

State Postsecondary Review Entity (SPRE) Standards Adopted on October 24, 1994, and Submitted to the United States Secretary of Education

Commission  
Report 94-16